



## VOTING ORDER

A. Gentry  
D. Kos  
M. O'Donnell  
R. Shahmir  
K. Zuber  
Z. Arnold  
J. Fenderbosch

### **CITY OF AVON LAKE**

150 Avon Belden Road  
Avon Lake, Ohio 44012

The following business is to be considered at the regular meeting of the Avon Lake City Council on April 15, 2024, immediately following the Collective Committee Meeting in the Council Chamber.

### Pledge of Allegiance

Roll Call: Mr. Arnold, Mrs. Fenderbosch, Ms. Gentry, Mr. Kos, Mr. O'Donnell, Mr. Shahmir, Mr. Zuber, Mayor Spaetzel, Law Director Ebert, Finance Director Widman, Public Works Director Liskovec.

Approval of Minutes: March 5, 2024, special Council Meeting, and March 11, 2024, regular Council Meeting.

### Correspondence

### Reports

Mayor  
Council President  
Law Director  
Finance Director  
Public Works Director  
Standing Committees  
Special Committees

### Audience Participation

### Motions

Accepting the donation of power wash services for the Lake House from All American Gutters & Power Washing of Avon Lake, Ohio. *Sponsor: J. Fenderbosch*



Instructing the Clerk of Council to return the form to the Division of Liquor Control in the matter of a new liquor license for E & E Coffee LLC, dba Emilies Coffee House & Wine Bar indicating the City does not request a hearing. **Sponsor: D. Kos**

Accepting the recommendation of the Planning Commission on April 2, 2024, for the approval of the preliminary plat for a major subdivision project on Pin Oak Parkway submitted by Christ Church Westshore and Schaefer Development Company, LTD.  
**Sponsor: J. Fenderbosch**

Authorizing the Public Works Director to advertise for Request for Qualifications (RFQ) for architectural services for City Hall. **Sponsor: J. Fenderbosch**

Authorizing the Community Development Director to advertise for Request for Proposals (RFP) for Economic Recovery and Resiliency Plan. **Sponsor: Z. Arnold**

## **Legislation**

### **Third Reading:**

**Ordinance No. 24-35**, AN ORDINANCE ESTABLISHING PETTY CASH OR CHANGE FUNDS FOR VARIOUS CITY DEPARTMENTS OR FUNDS, INCREASING THE PETTY CASH FUNDS FOR OTHER DEPARTMENTS OR FUNDS, REPEALING ORDINANCE NOS. 68-2011 AND 33-2018, AND DECLARING AN EMERGENCY. **Sponsor: M. O'Donnell**

### **Second Readings:**

**Ordinance No. 24-43**, AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PART-TIME RECORDS CLERK AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION. **Sponsor: K. Zuber**

**Resolution No. 24-45**, A RESOLUTION AUTHORIZING THE SALE OF UNNEEDED AND OBSOLETE VEHICLES IN THE PUBLIC WORKS DEPARTMENT AND DECLARING AN EMERGENCY. → **Sponsor: J. Fenderbosch**

**Resolution No. 24-49**, A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO DISBURSE THE 2023 JOB GROWTH INCENTIVE PROGRAM AWARDS AND DECLARING AN EMERGENCY. → **Sponsor: Z. Arnold**

### **First Readings:**

**Ordinance No. 24-50**, AN ORDINANCE PROVIDING FOR TRANSFERS AND DECLARING AN EMERGENCY. → **Sponsor: M. O'Donnell**



**Resolution No. 24-51, A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACT AWARDED IN 2024 AND DECLARING AN EMERGENCY. →**

***Sponsor: J. Fenderbosch***

**Ordinance No. 24-52, AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS FOR MASTER PLANS EXAMINER AND DECLARING AN EMERGENCY. *Sponsor: A. Gentry***

**Public Input**

**Miscellaneous Business and Announcements**

**Adjournment**



AN ORDINANCE ESTABLISHING PETTY CASH OR CHANGE FUNDS FOR VARIOUS CITY DEPARTMENTS OR FUNDS, INCREASING THE PETTY CASH FUNDS FOR OTHER DEPARTMENTS OR FUNDS, REPEALING ORDINANCE NOS. 68-2011 AND 33-2018, AND DECLARING AN EMERGENCY.

WHEREAS, the Finance Committee has recommended that petty cash funds be established or increased for such departments or funds to facilitate making purchases and change.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That petty cash or change funds in the amounts indicated be established for the following departments or funds by payments made from the Treasury:

Petty Cash Funds

<u>Department/Fund</u>	<u>Amount</u>
Engineering	\$100
Fire	\$100
Police	\$100
LORCO	\$1,000
Recreation	\$100
Recreation - The Anchor	\$150
Sewer	\$200
Water	\$200

Section No. 2: That Ordinance Nos. 68-2011 and 33-2018 are hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees which resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of timely receiving and providing funds for payment of current and necessary expenses of the City. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.



1<sup>st</sup> reading: 3/11/2024

2<sup>nd</sup> reading: 3/25/2024

3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
Mayor



ORDINANCE NO. 24-43

INTRODUCED BY: Mr. Zuber

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PART-TIME RECORDS CLERK AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of part-time Records Clerk be adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of part-time Records Clerk shall be as shown in the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1<sup>st</sup> reading: 3/25/2024

2<sup>nd</sup> reading:

3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

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Mayor





**City of Avon Lake, Ohio  
Classification Specification  
Part-Time Records Clerk**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	N5	Non-exempt	Unclassified	

CLASSIFICATION SUMMARY
Under the general direction and guidance of the Mayor, serves as the City's custodian of historical records; is responsible for digitizing and/or archiving physical records housed in the City's records storage area; ensures records are maintained in compliance with the City's records retention schedule, the City's Records Commission, the Auditor of the State of Ohio, and the Ohio History Connection; categorizes records efficiently and disposes of unnecessary files according to policy; utilizes Department's file-management systems and ensures that changes to documents and/or files are properly recorded, organized, and cataloged.

ESSENTIAL DUTIES <sup>1</sup>	% OF TIME
Organizes, scans, and uploads all documents to designated location(s) for retrieval, supplementing and maintaining a database of records that is in conjunction with existing and newly created records.	30
Efficiently labels scanned and uploaded files for easy identification and/or retrieval purposes.	25
Conducts audits on boxes in storage, boxes retrieved from storage, and on boxes intended for destruction, to ensure compliance with the City's records retention policies and procedures.	20
Prepares notice(s) of destruction to the State of Ohio and the Ohio History Connection, when necessary; coordinates with Administration for the destruction of documents following the City's records retention policies and procedures.	10
Performs a variety of clerical support tasks, as required.	10
Performs other related duties, as assigned.	5

<sup>1</sup> The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.



### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:**

High school diploma, or equivalent (GED).

**CERTIFICATIONS/LICENSES:**

Valid Ohio Driver's License or ID.

**PREFERRED QUALIFICATION:**

Previous experience with file organization, scanning, and/or digitization.

**KNOWLEDGE OF:**

- Organizational skills, including filing, data entry, and record retrieval
- Maintaining confidential and sensitive information
- Time management and self-directed task prioritization

**SKILL IN:**

- Operating basic office machinery, such as copy machines, scanners, and shredders
- Operating computers and related software programs/applications
- Communicating and interpersonal skills, as applied to interacting with coworkers and supervisor
- Proofreading and accurately labeling document files

### ADA AND OTHER REQUIREMENTS

This position typically requires seeing, frequent sitting, standing, walking, fingering, grasping, and/or reaching, lifting, and repetitive motions.

**LIGHT WORK:**

Exerting 10 to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. If the use of arms requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**WORKING CONDITIONS:**

Work is performed in indoor office and storage environments and may, at times, be subjected to dust or inadequate lighting.

### HOURLY/SALARY RANGE\* AND BENEFITS *\*Subject to City Council approval*

- \$17.26 to \$25.65 hourly, or \$17,950.40 to \$26,676.00 annually
- Applicable benefits provided to part-time non-bargaining employees, as declared in Codified Ordinance Chapter 260



A RESOLUTION AUTHORIZING THE SALE OF UNNEEDED AND OBSOLETE VEHICLES  
IN THE PUBLIC WORKS DEPARTMENT AND DECLARING AN EMERGENCY.

WHEREAS, the City is in possession of a 1999 Sterling SC8000 VacAll, VIN 49H6WFAA8XHB25943, a 1998 Freightliner FL70 Utility Truck, VIN 1FV3EFAC4WH924823; a 1990 Ford F250, VIN 1FTHF25H5LNB40676; and a 2000 Ford F350, VIN 1FTSF31L5YEB11210 (“Vehicles”), which are unneeded and obsolete for the Public Works Department; and

WHEREAS, Section 721.15 of the Ohio Revised Code permits the City to dispose of certain surplus City property no longer needed for public use, by internet auction, regardless of its value; and

WHEREAS, the Public Works Director has deemed it appropriate to sell the unneeded and obsolete Vehicles by internet auction.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That Council hereby authorizes the Finance Director to sell said unneeded and obsolete Vehicles no longer needed for public use to the highest bidder via an internet auction.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the City. Therefore, this Resolution shall be in full force and effect immediately upon its adoption and approval by the Mayor.

1<sup>st</sup> reading: 3/25/2024

2<sup>nd</sup> reading:

3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

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Mayor



A RESOLUTION AUTHORIZING THE FINANCE DIRECTOR TO DISBURSE THE  
2023 JOB GROWTH INCENTIVE PROGRAM AWARDS AND DECLARING AN  
EMERGENCY.

WHEREAS, City Council enacted a Job Growth Incentive Program to promote  
the creation of jobs and the economic development of the City; and

WHEREAS, the Community Development Director has tabulated a list of award  
recipients based on the income tax revenues of these businesses in Avon Lake for the  
calendar year 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Finance Director is hereby authorized to issue and  
disburse the Job Growth Incentive Program awards as determined by the Community  
Development Director. (Exhibit A)

Section No. 2: That it is found and determined that all formal actions of this  
Council concerning and relating to the adoption of this Resolution were taken in an  
open meeting of this Council, and that all deliberations of this Council and any of its  
committees which resulted in such formal actions were in meetings open to the  
public, in compliance with all legal requirements, including Section 121.22 of the  
Ohio Revised Code.

Section No. 3: That this Resolution is hereby declared to be an emergency  
measure to allow the Community Development Director to distribute awards to  
further the economic growth of the City, thus for the public peace, health, and safety  
of the City. Therefore, this Resolution shall be in full force and effect from and after  
its passage and approval by the Mayor.

1<sup>st</sup> reading: 3/25/2024

2<sup>nd</sup> reading:

3<sup>rd</sup> reading:

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

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Mayor



## AN ORDINANCE PROVIDING FOR TRANSFERS AND DECLARING AN EMERGENCY.

WHEREAS, it has been determined by the Finance Director that certain transfers of funds are needed.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL  
OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the following transfers be executed for the months of January, February, and March 2024:

From	204	Income Tax Transfer Fund	\$4,717,000
To	101	General Fund	\$3,250,000
To	207	Income Tax Capital Improvement Fund	\$ 750,000
To	301	Bond Retirement (Unvoted) Fund	\$ 562,500
To	240	Recreation Fund	\$ 154,500

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of transferring funds for the current and necessary expenses of the City of Avon Lake, thus for the public welfare. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: \_\_\_\_\_

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President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_

Clerk of Council

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Mayor



A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACT AWARDED IN 2024 AND DECLARING AN EMERGENCY.

WHEREAS, the City of Avon Lake (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon the award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party’s own errors, actions, and failures to act; and
- d. The Political Subdivision’s electronic order for Sodium Chloride (Road Salt) will be in the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically submitted salt quantities from its awarded salt supplier during the contract’s effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 3, 2024, by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the



request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure that ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Political Subdivision authorizes the Mayor to enter into a participation agreement for the ODOT road salt contract.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Resolution is hereby declared to be an emergency for the public peace, health, and safety of the City. Therefore, this Resolution shall be in full force and effect from and after its passage and approval by the Mayor.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

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Approved

ATTEST: \_\_\_\_\_

Clerk of Council

\_\_\_\_\_  
Mayor



AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS FOR MASTER PLANS EXAMINER AND DECLARING AN EMERGENCY.

WHEREAS, that the Ohio Building Code requires all building plans and specifications filed with the City to be examined and approved by a certified Master Plans Examiner; and

WHEREAS, that the Administration and the Building and Utilities Committee reviewed and recommended the firms of Makovich & Pusti Architects, Inc., a CPL Company, of Berea, Ohio, and Sixmo, Inc. of Cleveland, Ohio; and

WHEREAS, Council has determined the proposals submitted by the firms of Makovich & Pusti Architects, Inc., a CPL Company, of Berea, Ohio and Sixmo Inc. of Cleveland, Ohio, to be the best responsive proposals and are acceptable to this Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the Mayor is hereby authorized and directed to enter into two-year agreements with Makovich & Pusti Architects, Inc., a CPL Company, of Berea, Ohio, and Sixmo, Inc. of Cleveland, Ohio, for Master Plans Examiner services at the hourly rate of \$100. (Exhibits A & B)

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity of examining building plans and specifications in compliance with the Ohio Building Code, thus for the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall take effect and be in full force immediately after its passage and approval by the Mayor.

1<sup>st</sup> reading:

2<sup>nd</sup> reading:

3<sup>rd</sup> reading:



PASSED: \_\_\_\_\_

\_\_\_\_\_  
President of Council

POSTED: \_\_\_\_\_

\_\_\_\_\_  
Approved

ATTEST: \_\_\_\_\_  
Clerk of Council

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Mayor